

COUNTY OF SAN DIEGO

REPORT FORMAT AND CONTENT REQUIREMENTS

VECTORS



LAND USE AND ENVIRONMENT GROUP

Department of Planning and Land Use
Department of Public Works

July 30, 2007

PURPOSE

These Vector Report Format and Content Requirements provide guidance on in the preparation of Vector Management Plans for proposed discretionary projects. These guidelines are designed to:

1. Ensure the quality, accuracy and completeness of Vector Management Plans
2. Aid in staff's efficient and consistent review of Vector Management Plans from different consultants.
3. Provide adequate information to make appropriate planning decisions and to make determinations regarding conformance with applicable regulations.
4. Increase the efficiency of the environmental review process and avoid unnecessary time delays.

TABLE OF CONTENTS

1.0	INTRODUCTION	1
2.0	REPORT FORMATS	1
2.1	<u>Outline and Content</u>	2

1.0 INTRODUCTION

This document provides guidance to county staff and consultants for the preparation of Vector Management Plans. The intent of these guidelines is to ensure consistency in preparation of Vector Management Plans. Vector management associated with Stormwater Management will typically be incorporated into a project Stormwater Management Plan (SWMP). The report formats that follow are intended for use when a project proposes other potential vector breeding sources such as the storage or management of manure, a recreational pond, or other non-stormwater vector source.

Vector Management Plans shall follow the requirements in this document, but may be prepared by the property owner or other project representative. No certifications are required to prepare and submit a Vector Management Plan to the County of San Diego, however it is recommended that the preparer consult with the DEH VCP for technical guidance. The overall length of reports and the amount of information to include will vary depending on the nature, extent and variety of potential vector sources.

2.0 REPORT FORMAT REQUIREMENTS

All written reports shall follow these general guidelines:

- Reports should be technical in nature and should avoid extraneous and repetitive information.
- All conclusions must be based on substantial evidence or reasonable assumptions as documented and justified in the report
- Reports should be concise and written in a professional manner suitable for peer review. Staff may reject reports based on quality if the report is written in such a manner that an efficient and detailed review cannot be completed.
- Draft copies of the report shall have all changes made in response to staff comments in strikeout/underline form. Final copies of the report shall be clean, with all editing marks removed.

All Vector Management Plans will be reviewed for technical accuracy and completeness by DPLU and DEH. Reports are considered draft until County staff determines the report to be complete. Each submittal and review of a draft report is considered an "iteration." Staff will review each iteration and determine the report to be complete or respond with comments for necessary changes. The County expects that the first iteration will be as complete and comprehensive as possible however each report may have up to three iterations, after which project denial may be recommended due to inadequate environmental progress.

2.1 Outline and Content

The required content of a Vector Management Plan is summarized in the following outline.

VECTOR MANAGMENT PLAN OUTLINE

COVER PAGE

The cover page shall include the following information:

- Project common name
- Project numbers (i.e. TM, ZAP, etc.) including the environmental log number (ER)
- Date (original report date plus dates all subsequent revisions)
- Name of person preparing document, firm name (if applicable) and address
- Project proponent's name and address
- The following statement: "Prepared for: The County of San Diego"

TABLE OF CONTENTS

GLOSSARY OF TERMS AND ACRONYMS (if applicable)

1.0 INTRODUCTION

1.1 Purpose of the Report

Describe the purpose of the plan. For example, "The purpose of this Vector Management Plan is to identify best management practices that will be implemented on the project site to minimize vector breeding sources associated with (*state activities that could represent a vector breeding source*)."

1.2 Project Description

Provide a brief project description of the overall project and indicate which project components have the potential to breed vectors such as manure and water troughs from a proposed horse barn or kennel.

1.3 Environmental Setting (Existing Conditions)

Briefly describe the existing condition on the project site (i.e. undisturbed natural vegetation, agricultural land with an existing residence onsite, disturbed vacant land, etc.). Also describe the land uses surrounding the project site (i.e. rural residential to the north of the project site, agricultural land to the south and east, and higher density urbanized lands to the west).

2.0 VECTOR MANAGEMENT

2.1 Management Practices

Describe the management practices that will be employed to minimize vector

breeding sources. If there is more than one potential vector breeding source, include separate subheadings for each source and address the applicable management practices that would be employed to prevent vectors.

2.2 Education

If the project will require employees to run the proposed facilities/operations that could provide vector breeding sources, this section should identify the frequency and general content of employee education that will be provided. This Vector Management Plan should be referenced as the guidance that would be used to for carrying out vector control activities.

3.0 LONG TERM MAINTENANCE

Discuss ongoing maintenance. If the project is a Major Use Permit or other permit with ongoing enforceable conditions (such as ongoing maintenance by a HOA), propose specific project conditions with regard to the ongoing maintenance of the potential vector breeding source (water/manure).

4.0 SUMMARY OF MITIGATION MEASURES TO MINIMIZE VECTORS

This section should summarize all of the management practices that the project will need to implement to minimize vectors. This should be a concise summary of the vector management activities discussed in section 2.0.

5.0 REFERENCES

6.0 LIST OF PERSONS AND ORGANIZATIONS CONTACTED

To expedite approval of the Vector Management Plan, the project proponent is expected to obtain review and concurrence of proposed management practices from the DEH Vector control program staff prior to submitting the plan to DPLU. This section should indicate the name of the DEH Vector Control Program staff that was contacted and the date that they were contacted. If any other persons or organizations were contacted in preparation of the plan, indicate this here.

7.0 SIGNATURES

Include the following information in this section and ensure all signatures are included prior to submitting the plan to DPLU:

“The measures identified herein are considered part of the proposed project design and will be carried out as part of project implementation. I understand the breeding of mosquitoes is unlawful under the State of California Health and Safety Code Section 2060-2067. I will permit the County of San Diego, Vector Surveillance and Control program to place adult mosquito monitors and to enforce this document as needed.”

Property Owner _____

Project Applicant _____

ATTACHMENTS: Include any figures, maps or other supplemental information